

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then;

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Charles H. Kraden</i>	<i>Jan 10, 77</i>	<i>Elizabeth Crane</i>	<i>6/7/77</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>6-7-77</i>
		Secretary of State/Designee	<i>6-7-77</i>
		Attorney General/Designee	<i>6-20-77</i>

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<u>Appl. No.</u>	<u>Description</u>	<u>Disposition</u>
77-143	FOOD SERVICE REPORTING FILES - Documents reflecting essential financial and operating data pertinent to hospital feeding and food operations. Included are: daily records of hospital food service operations; reports; and similar or related papers. The file is arranged by date.	Cut off file at end of each fiscal year; then, <u>Office performing hospital-wide staff responsibility</u> hold 5 years; then destroy. <u>Other offices</u> hold 2 years; then destroy.
77-144	HOSPITAL/INSTITUTION MASTER MENU FILES - Documents related to the planning of nutritionally adequate meals for patients on modified diets as well as regular diets. Included are copies of hospital master menus and similar or related papers. The file is arranged by date.	Cut off file monthly; hold 1 year; then destroy.
77-145	HOSPITAL/INSTITUTION FOOD ACCOUNTING FILES - Documents reflecting meals served and other foods served each day. Included are food source data worksheets, records of meals served, food records, and similar or related papers. The file is arranged by date.	Cut off file monthly; then, <u>Food Source Data Worksheet</u> hold 3 months; then destroy. <u>All other papers</u> hold 1 year; then destroy.
77-146	HOSPITAL/INSTITUTION FOOD SUPPLY FILES - Documents relating to the control over receipt, storage, and issue of food items and general food service supplies. Included are: food receipt and consumption records; inventories of food on hand; requisitions and invoices for food obtained from the commissary; kitchen requisitions; and similar or related papers. The file is arranged by date.	Cut off file monthly; hold 1 year; then destroy.

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<u>Appl. No.</u>	<u>Description</u>	<u>Disposition</u>
77-147	INDIVIDUAL PATIENT/CLIENT DIET FILES - Documents pertaining to dietary requirements of individual patients. Included are dietary history records, and similar or related papers. The file is arranged alphabetically by name of patient.	Destroy when patient is released from the hospital.
77-148	DIET THERAPY FILES - Documents used in providing diet therapy to patients in hospitals. Included are diet menu plans; food code worksheets; ward diet rosters; nourishment and forced fluid rosters; food distribution charts; and similar or related papers. The file is arranged alphabetically by name of patient.	Cut off file monthly; hold 3 months; then destroy.
77-149	MODIFIED DIET STATISTICS FILES - Documents reflecting the number of diets served by category each day. Included are modified diet records and similar or related papers. The file is arranged by date.	Cut off file monthly; hold 1 year; then destroy.
77-150	HOSPITAL/INSTITUTION FOOD PRODUCTION FILES - Documents relating to processing meat and preparing items of food. Included are: cook's worksheets; meat processing records; and similar or related papers. The file is arranged by date.	Cut off file monthly; hold 3 months; then destroy.
77-151	RECIPE CARD FILES - Documents reflecting standardized recipes for food preparation. Included are recipe cards and related papers. The file is arranged alphabetically by category.	Destroy when superseded, obsolete, or no longer needed for reference.

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<u>Appl. No.</u>	<u>Description</u>	<u>Disposition</u>
77-152	USDA FOOD DISTRIBUTION FILES: - Documents reflecting the receipt, disposal, and inventory of commodities. Included are: Form GA SFA-4A, Form 116, May, 1976 (Inventory-U.S.D.A. Foods) which shows School Name and System; Manager's signature; Month and Year; maximum and minimum inventory levels; classification and food item; quantity on hand by shipping unit and broken unit; unit cost and total cost; and receipt and disbursements of funds arising from operations of the distribution program. THIS SHALL INCLUDE ALL RECORDS (AND COOK'S WORKSHEETS) WHICH PERTAIN TO SURPLUS COMMODITIES). The file is arranged by date.	Cut off file at end of each Federal fiscal year; hold 3 years; then destroy.
77-153	NATIONAL SCHOOL LUNCH PROGRAM FILES - Documents relating to State Institutions participating in the FNS School Lunch Program. Included are unnumbered form: Free and Reduced Meal Application, which shows pertinent information about the family (name and address of parents, names and grades of children for whom application is made, total number in family living at home, total family income before deductions, specific family hardship and estimated dollar value) signature of adult family member; approval information, and signature of approving official; Child Nutrition Programs Resident and Day Patient Census, which shows by day Resident Patient, Day Patient, and Totals; Child Nutrition Programs Monthly Report, which shows Meal Census Data by Program (lunch, breakfast, extra milk), whether	<p>Cut off file as follows:</p> <p><u>Institution Nutrition Services Section</u> Cut off file quarterly; hold in current files area 3 years and 3 months; then destroy.</p> <p><u>Institution Accounting Office</u> Cut off file at end of each Federal fiscal year; hold in current files area 3 years; transfer to local holding area; hold 2 years; <u>or until the resolution of all audit questions</u>; then destroy.</p> <p><u>Printout - Stock Status Report</u> Cut off file quarterly; hold in current files area 1 year; then destroy.</p>

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<u>Appl.</u> <u>No.</u>	<u>Description</u>	<u>Disposition</u>
	paid, free, reduced, total, number without milk; Inventory and Cost of Food Used by category (USDA Food, Milk, all other foods); Milk Usage and Cost Information (total $\frac{1}{2}$ pints purchased, total $\frac{1}{2}$ pints issued, average cost per $\frac{1}{2}$ pint of milk); Amount charged per Meal/or serving to paying customers (lunch, breakfast, milk only per serving); Certification (that report is true and correct); signature of Superintendent/Food Service Director, and date; Child Nutrition Programs Monthly Report (page 2 - supplemental data) shows name of institution, month, year, total number of meals served this month to eligible participated, to staff, to visitors/others, and total, payroll and other cost data (to be completed by RYDCs only) Personal services Cost, other non-food supplies chargeable to Food Service this month, and total; School Lunch Program Daily Record shows School, month, year, manager, meal count shows days of month, number of breakfasts served pupils with milk, paid, free, reduced price, total with milk, total adult breakfasts, bread, protein rich food, cereal, fruit or pure fruit juice, other foods, food cost per breakfast, total food cost; and End of Month Food Report shows unit listing of food items, opening inventory, purchased, total, closing inventory, used, month and year of report and totals for previous month and present month.	

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Also included are: Form GA SFS-4A, Form 116, May 1976 (Inventory-U.S.D.A. Foods) which shows School Name and System, month, year, manager's signature, maximum and minimum inventory levels, classification and food item, quantity on hand by shipping unit and broken unit, unit cost, and total cost; Menu Report shows Agreement No., month, school, system, manager, for which grade (K through 12), date, total lunches served, $\frac{1}{2}$ pints of milk served (whole, flavored, skim), Meat or meat alternate, amount served, Vegetable or fruit, amount served, bread item, amount served, and additional food item; printout (Stock Status Report) shows food item by location, in stock (minimum/maximum), orders outstanding (req./qty./ date), last receipt (date/req/qty/cost), last order (date/req/last qtr), usage (last qtr/cost); Breakfast Menu Planning and Costing Form shows daily (Monday - Friday) breakfast by food category, total cost, labor, other expense, total breakfasts cost, total number of breakfasts served, cost per breakfast; and High School Weekly Menu Planning Form for Multiple Menus shows menus (filled in), day of week estimated number to be served, actual number served, no. $\frac{1}{2}$ pints milk ordered and served, amounts prepared of meat or meat alternate, vitamin C and vitamin A foods, other fruits and vegetables, bread, and other foods to meet energy requirements. The file is arranged by date.